



*ARS CELEBRANDI:  
SOMETHING MORE IS REQUIRED*

## EXHIBITOR AND ADVERTISER INFORMATION PACKET

PLEASE JOIN US  
FOR THE FIFTY-THIRD ANNUAL  
NATIONAL MEETING  
OF  
DIOCESAN LITURGICAL COMMISSIONS  
OCTOBER 4-6, 2022  
DOUBLETREE HOTEL  
NEW ORLEANS, LOUISIANA



CO-SPONSORED BY THE FDLC  
AND THE  
BISHOPS' COMMITTEE ON DIVINE WORSHIP





FEDERATION OF DIOCESAN LITURGICAL COMMISSIONS  
415 MICHIGAN AVENUE NE, SUITE 70  
WASHINGTON, DC 20017-4503  
202-635-6990

February 2022

Dear Colleagues,

This letter comes to invite you to participate in the fifty-third annual meeting of Diocesan Liturgical Commissions. At the gracious invitation of Archbishop Gregory Aymond, this year's meeting will take place in the exciting and historic city of New Orleans. We will gather from October 4 to 6, 2022 at the Doubletree Hotel, located near the historic French Quarter and a short walk to St. Louis Cathedral.

Co-sponsored by the Bishops' Committee on Divine Worship and the Federation of Diocesan Liturgical Commissions, the meeting will bring together directors of diocesan Offices of Worship, members of diocesan liturgical commissions, and academicians from throughout the United States.

We expect about 125 participants in New Orleans and several hundred others who will join us virtually. These are the people who provide resources to local parish leaders, who often influence purchasing decisions, and who recommend formation programs to parish ministers. We also expect more local registrants on the Study Day -- clergy, religious, and lay leaders. This is an opportunity to reach your target audience at a central location.

Our theme this year is "*Ars Celebrandi: Something More is Required*" (quoting the *Constitution on the Sacred Liturgy*, no. 11). The roster of outstanding presenters will address various Church documents, engagement principles, formation standards, and best pastoral practices.

An important part of each year's meeting is an exhibition of liturgical furnishings, vesture, books, music, art, architectural design, and academic opportunities. Details and a contract may be found on the following pages. Space is limited, so please reserve early. More meeting and hotel information will become available at [www.fdlc.org/nationalmeeting](http://www.fdlc.org/nationalmeeting).

If your schedule does not allow for your attendance, yet you would like to make diocesan and parish personnel aware of your company and its products, you might consider becoming a sponsor or placing an advertisement in the meeting's program booklet. Sponsorships are explained herein; advertisement sizes and prices are also listed.

On behalf of all our members in Region Five, we look forward to welcoming you to New Orleans!

Sincerely,

Rita A. Thiron  
FDLC Executive Director  
[rita@fdlc.org](mailto:rita@fdlc.org)

Rev. Glenn LeCompte  
Exhibit Chairperson  
[glecompte@htdiocese.org](mailto:glecompte@htdiocese.org)

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## YES, I WANT TO BE PART OF THE 2022 FDLC NATIONAL MEETING!

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★ Please print your company name and information as you wish it to appear in the Exhibitors' List in the 2022 National Meeting Program.

Exhibiting Firm \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Website \_\_\_\_\_ Toll Free Phone Number \_\_\_\_\_

Contact \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

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## YES, OUR FIRM WILL BE THERE TO EXHIBIT IN PERSON

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★ Booth space will not be reserved or assigned until payment is received.

★ Please read carefully the full exhibitor contract, herein.

Number of Booths       One -- \$650     Two -- \$1050

Electricity Required       Yes     No

Internet Required       Yes     No

Special Request (if possible) \_\_\_\_\_

Exhibitor Name Tag(s) for \_\_\_\_\_

Extra Registration for \_\_\_\_\_

Banquet Tickets (Thursday)    at \$90 each     One     Two     Three     None



***PLEASE SIGN & RETURN ALL FORMS TO FDLC BEFORE AUGUST 1, 2022. THANK YOU!***

***WE WILL ACKNOWLEDGE RECEIPT OF YOUR CONTRACT AND REQUESTS.***

For questions or clarifications, please contact  
Rita Thiron, rita@fdlc.org

# A MENU OF EXHIBIT, ADVERTISEMENT & SPONSOR OPTIONS

*All sponsors will be featured in pre-meeting and post-meeting social media posts!*

<input type="checkbox"/>	<b>GOLD SPONSOR</b>	<b>2500</b>
	Two Booth Spaces Logo Placement on Website Three Minute Video Commercial Full Page Ad in Program	
<input type="checkbox"/>	<b>SILVER SPONSOR</b>	<b>2000</b>
	One Booth Space Logo Placement on Website One Minute Video Commercial Full Page Ad in Program	
<input type="checkbox"/>	<b>BRONZE SPONSOR</b>	<b>1800</b>
	One Booth Space Logo Placement on Website One Minute Video Commercial Half Page Ad in Program	
<b>OTHER SPONSOR OPPORTUNITIES</b>		
<input type="checkbox"/>	LUNCHEON	Wednesday Lunch 3,000
<input type="checkbox"/>	LUNCHEON	Thursday Lunch 3,000
<input type="checkbox"/>	COFFEE BREAK	Coffee Break A, B, C, or D 2,000
<input type="checkbox"/>	COCKTAIL HOUR	Thursday Cocktail Tickets 2,500
<input type="checkbox"/>	SPEAKER	Plenary speaker, airfare, hotel 1,500
<input type="checkbox"/>	WORSHIP AID	Printing 2,500
<input type="checkbox"/>	REGISTRATION BAGS	Bags and Name Tags 750
<b>PROGRAM BOOKLET ADVERTISING</b> <i>All ads are full color</i>		
<input type="checkbox"/>	Underwrite Printing	Printing 2,500
<input type="checkbox"/>	Program Book Ads	Back Cover (color) 850 Inside Front Cover (color) 500 Inside Back Cover (color) 500 Interior (full page, color) 350 Half page 200 Quarter page 100
	<i>Please send hi-res TIFF/PDF/JPG file by August 1</i>	
	<i>Finished size 8.5 x 11"</i>	
<b>EXHIBIT FEES</b>		
	One Booth	650
	Two Booths	1050
	Banquet Ticket(s) @\$90 each	Chicken <input type="checkbox"/> Fish <input type="checkbox"/> Vegetarian <input type="checkbox"/>
<b>TOTAL ENCLOSED</b>		

NAME OF FIRM \_\_\_\_\_

SIGNATURE FOR FIRM \_\_\_\_\_ Dated \_\_\_\_\_



## 2022 EXHIBITOR INFORMATION

*PLEASE RETAIN FOR YOUR RECORDS*

### EXHIBIT LOCATION

Doubletree by Hilton Hotel  
300 Canal Street  
New Orleans, LA 70130  
504-581-1300



### EXHIBIT HOURS

(exact hours and conference schedule will be sent with confirmation)

Open: Tuesday, October 4, Noon

Close: Thursday, October 6, 1:30 PM

### BOOTH PRICES AND FURNISHINGS

- Booth Cost: \$650 [USD] for the first regular booth and \$400 for each additional regular booth.
- The size of each booth will be 10' W x 8' D.
- Booth equipment will consist of a six-foot table draped in a floor-length cloth, two chairs, and a waste basket.
- Booths will be socially distanced.
- Additional drayage may be incurred with the hotel. Electricity is available through the hotel.

### PRIVILEGES

- Exhibitors will be entitled to one complimentary meeting registration for each booth
- Participation in the Mass and reception on Tuesday evening at St. Louis Cathedral
- Morning and afternoon coffee break on Wednesday.
- Exhibitor registration does not include other meals nor the Thursday meeting banquet. Banquet tickets may be purchased separately.

### BOOTH SET-UP AND DISMANTLING

- **Set-up is scheduled for Tuesday, October 4, 8:30 a.m. –11:00 a.m.** At the conclusion of the set-up time, all equipment, crates, etc. must be hidden or removed from the exhibit area.
- **Dismantling is scheduled for Thursday, October 6, 1:30 p.m.** Unless otherwise provided, all exhibits and debris must be removed from the exhibit area by the exhibitor at its own expense no later than 4:00 PM.
- If the exhibitor shall fail to remove its exhibit, then the FDLC may remove such exhibit to a storage warehouse at the risk and expense of the exhibitor.

### PAYMENT

- Please make all checks payable to "FDLC" and mail to 415 Michigan Avenue NE, Suite 70, Washington, DC 20017.

### CANCELLATION

- All notices of cancellation must be received before August 31, 2022
- If notice is received after August 31, 2022 no refund will be made.
- All requests for cancellation of booth space must be sent in writing to the FDLC National Office.

## RULES AND REGULATIONS

- Occupancy and use of exhibit space is subject to the published RULES AND REGULATIONS, which are hereby incorporated as part of the contract and to the Electrical & Fire Regulations of the City of New Orleans.
- Exhibitors must abide by all Covid-related safety protocols as indicated by the State of Louisiana, the city of New Orleans, the Hotel, and FDLC personnel.

## EXHIBIT SHIPMENTS AND SERVICES

- The Doubletree Hotel will accept shipments from exhibiting companies no sooner than three days before the meeting.
- You will need to make your own arrangements for return shipping.
- Please clearly mark the shipment to your attention and note the name and dates of the “**FDLC National Meeting – October 4-6, 2022.**”
- Additional information regarding the hotel’s drayage services will be sent with confirmation.

## EXHIBIT PERSONNEL REGISTRATION

- The purchase of the first 8 x 10 booth will entitle the exhibitor(s) to one complimentary exhibit badge, enabling them to attend all convention program sessions.
- All other booth personnel must purchase full convention registrations. All badges must be arranged for and paid for ahead of time. One full registration for the meeting costs \$375.

## EXHIBITOR’S AUTHORIZED REPRESENTATIVE

- Each exhibitor shall name at least one person to be its representative in connection with installation, operation, and removal of its exhibits. Such representative shall be authorized to enter into such service contracts, as may be necessary, for which the exhibitor shall be responsible.
- All business between the FDLC and the exhibitor will be conducted only through the latter’s representative and no other person. Exhibitors desiring to change representatives should notify the FDLC in advance of the meeting.
- Exhibitors will be provided badges in accordance with exhibitor registration policy. Badges will not be transferable and will be required for admittance to the exhibit area.

## ELECTRICAL & INTERNET CONNECTION

- Exhibitors will need to order electrical power from the hotel.
- Internet access is available.
- Additional information from the hotel will be mailed with your confirmation.

## HOTEL RESERVATIONS

Exhibitors should make their hotel reservations directly with the Doubletree by Hilton Hotel using this special Passkey link

<https://www.hilton.com/en/attend-my-event/msytcfdl-abe4ef46-09a7-41c9-9314-be4e665b6d33/>

- FDLC meeting room rate is \$149 per night (reg. \$245 to \$260).
- The FDLC meeting rates will be honored three days prior and post our meeting or until our room block is full. These extra days are subject to hotel availability.

## FORFEITING OF SPACE

- The FDLC reserves the right to rent to any other exhibitor any previously rented, but unoccupied space after 12:00 p.m. on the opening day of the exhibition.
- Moreover, this clause shall not relieve the exhibitor who contracted for the initial space of the financial obligations to pay the full amount of said rental space.

## SHARING OF BOOTH SPACE

- If the exhibitor of record elects to permit another company to share space in the booth, there will be a surcharge fee of \$150.00 for the second company.
- No more than two (2) companies may occupy one booth space.
- The name and address of the companies sharing the booth space must appear on the exhibitor contract.
- FDLC reserves the right to remove any company in violation of this regulation.

## CHARACTER OF EXHIBITS

- FDLC reserves the right to decline or prohibit any exhibit, part of exhibit, or proposed exhibit which is not suitable or in accordance with the policy of the Board of Directors of FDLC.
- The FDLC may prohibit any exhibit not in accordance with its ethics.

## BOOTH CONSTRUCTION REQUIREMENTS

- Exhibitors must construct their booths so as not to obstruct the view of neighboring booths at any level 3 feet from the floor from the aisle to a point one half the distance between the front and rear of booth.
- No exhibit construction or sign shall exceed a height of 8 feet.
- FDLC reserves the right to settle any difference between exhibitors regarding the above requirements.
- Approval for an exception of any of these requirements must be presented by the exhibitor in writing to the FDLC National Office prior to 30 days before the opening of the exhibition.

## CARE OF EXHIBITOR'S SPACE

- Each exhibitor shall care for and keep in good order and surrender the space occupied by it in the same condition as it was at the commencement of the occupation, ordinary wear excepted.
- If the space occupied by the exhibitor shall be damaged by an act of negligence on the part of the exhibitor, or the exhibitor's agents, employees, patrons, or guests, the exhibitor on demand shall pay such sum as shall be necessary to restore said space to the same condition it was in when first occupied by the exhibitor.

## DISTRIBUTION OF LITERATURE AND SAMPLES

- Signs, advertising devices, distribution of printed matter, samples, or other articles shall be restricted to the exhibitor's own exhibit space and not in aisles.

## SOUND LEVEL

- Exhibitors are responsible for monitoring the sound level in their respective area.
- Any projector, recordings, etc., must be turned down so that the sound is audible only to the persons who are within the area of the respective booth.

## SIGNS AND POSTERS

- Exhibitors will not be permitted to tape, paste, thumbtack, nail, staple, or otherwise affix signs or posters to the walls, drapes, electrical outlets, etc., of the convention hotel.
- If any damage is caused to the hotel property accidentally, or otherwise, the exhibitor will be billed for the full cost of repairing said damage.

## SECURITY

- Once the exhibition has begun, the doors will be locked during those times when the exhibition is not open according to the published schedule for the meeting. We recommend that valuables are stored overnight in your hotel room.

## HOLD HARMLESS CLAUSE

- While the exhibition area will be secured during those periods when the exhibition is not open, neither the FDLC nor the hotel nor any of their officers, agents, employees or other representatives shall be held accountable or liable for any damage, loss, harm or injury to the person or any property of the exhibitor, however caused, whether during the exhibition or in transit to or from the exhibition.

## EXHIBITOR INSURANCE COVERAGE

- Exhibitors should consult their insurance company for proper coverage on exhibit material and displays. In many instances a rider can be added to your present policy at a nominal cost. The exhibitor agrees to provide the Federation of Diocesan Liturgical Commissions and their agents, upon request, with a certificate of insurance regarding their participation in the show for the following items:
  - a) Comprehensive General Liability including Premises and Operations, Blanket Contractual and Products
  - b) Liability with a limit of \$1,000,000 per occurrence and \$1,000,000 aggregate for both Bodily Injury
  - c) Liability and Property Damage Liability
  - d) Workers Compensation and Employers Liability Insurance with an Employers Liability Limit of \$100,000.
  - e) A Floater or Property Insurance Policy verifying coverage for the exhibitor's property at the show.

## OTHER REGULATIONS

- Necessary regulations for the proper conduct of the exhibits as set forth herein are not considered all-inclusive, nor are they deemed or considered to be exclusive of such other reasonable rules and regulations as may or might become necessary to properly conduct this exhibition.
- Such timely emergency regulations and decisions as shall be necessary in addition to the above shall be at the discretion and judgment of FDLC, whose decision and ruling shall be final in all cases in addition to those explicitly enumerated herein.
- By signing the 2022 Exhibitor Contract, the exhibitor agrees for itself and its representatives to abide by all such rules and regulations as well as the decision of the FDLC in interpreting the same.

## OFFICIAL PROGRAM LISTING

- The FDLC will list each exhibiting company's name, address, phone number, and website in the 2022 National Meeting Program Book.

## CORRESPONDENCE

- All correspondence and questions relating to the rental of exhibit space should be directed to:

FDLC National Office  
415 Michigan Avenue, NE, Suite 70  
Washington, DC 20017

Rita Thiron, Executive Director  
E-mail: [rita@fdlc.org](mailto:rita@fdlc.org)  
Phone: 202-635-6990